



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
BUTLER COUNTY SHERIFF**

Calendar Year 1999

**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
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EXECUTIVE SUMMARY
BUTLER COUNTY
KENNETH MORRIS, SHERIFF
CALENDAR YEAR 1999
FEE AUDIT

Excess Fees:

A refund of \$1,112 is due from the county to the Sheriff for additional salary.

Deposits:

The Sheriff's deposits were insured or collateralized with bank securities.

Financial Notes:

The Sheriff's office is responsible for other funds in addition to his fee account. These funds are noted below:

Drug Fund - Beginning balance was \$2,443. Total receipts were \$57,208 and disbursements were \$48,283. The ending balance as of December 31, 1999 was \$11,368.

DARE Account - Beginning balance was \$702. Total receipts \$3,150 and disbursements were \$2,435. The ending balance as of December 31, 1999 was \$1,417.

Escrow Account - Beginning balance was \$290. Total receipts were \$0 and disbursements were \$290. The ending balance as of December 31, 1999 was \$0.

K-9 Account - Beginning balance was \$29. Total receipts were \$0 and disbursements were \$0. The ending balance as of December 31, 1999 was \$29.

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Edward B. Hatchett, Jr. Auditor of Public Accounts

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Mike Haydon, Secretary, Revenue Cabinet

Honorable Hugh C. Evans, Butler County Judge/Executive

Honorable Kenneth Morris, Butler County Sheriff

Members of the Butler County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Sheriff of Butler County, Kentucky, for the year ended December 31, 1999. This financial statement is the responsibility of the County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Sheriff for the year ended December 31, 1999, in conformity with the basis of accounting described above.

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable Hugh C. Evans, Butler County Judge/Executive
Honorable Kenneth Morris, Butler County Sheriff
Members of the Butler County Fiscal Court

In accordance with Government Auditing Standards, we have also issued a report dated August 1, 2000, on our consideration of the County Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
August 1, 2000

BUTLER COUNTY
KENNETH MORRIS, SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 1999

Receipts

Federal Grants		\$	23,382
State Grants			13,341
State Fees For Services:			5,569
Circuit Court Clerk:			
Sheriff Security Service	\$	9,396	
Arrest Fees		<u>2,830</u>	12,226
Fiscal Court			70,128
County Clerk - Delinquent Taxes			548
Commission On Taxes Collected			81,043
Fees Collected For Services:			
Auto Inspections	\$	5,230	
Accident and Police Reports		10	
Serving Papers		<u>13,452</u>	18,692
Other:			
County School Security Pay	\$	18,480	
Reimbursements		513	
Sheriff's Add-on Fee and 10% Penalty		8,350	
Transporting		1,035	
Public Administration		233	
Carrying Concealed Deadly Weapon Permits		3,810	
Vehicle Maintenance		1,170	
Miscellaneous		<u>2,563</u>	36,154
Interest Earned			3,216
Borrowed Money:			
State Advancement			<u>33,419</u>
Gross Receipts (Carried Forward)		\$	297,718

BUTLER COUNTY
KENNETH MORRIS, SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
Calendar Year 1999
(Continued)

Gross Receipts (Brought Forward) \$ 297,718

Disbursements

Operating Disbursements

Personnel Services-

Deputies' Salaries \$ 156,422

Employee Benefits-

Employer's Share Social Security 16,811

Contracted Services-

Temporary Help 2,134

Advertising 257

Vehicle Maintenance and Repairs 3,716

Materials and Supplies-

Office Materials and Supplies 3,540

Uniforms 5,408

Auto Expense-

Gasoline 930

Other Charges-

Conventions and Travel 100

Dues 325

Telephone 1,317

Postage 108

Training 2,974

Bond 690

Film Development 51

Carrying Concealed Deadly Weapon Permits 2,290

Miscellaneous 412

Debt Service:

State Advancement 33,419

Total Disbursements

230,904

Net Receipts

\$ 66,814

Less: Statutory Maximum Salary

\$ 57,765

Sheriff's Training Incentive

688

58,453

Excess Fees Due County for Calendar Year 1999

\$ 8,361

Payments to County Treasurer - March 13, 2000

9,473

Balance Due at Completion of Audit

\$ (1,112)

The accompanying notes are an integral part of the financial statement.

BUTLER COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to KRS 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.28 percent

BUTLER COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 1999
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 1999, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided a surety bond which named the Sheriff as beneficiary/obligee on the bond.

Note 4. Other Accounts

The Sheriff's office is responsible for other funds in addition to his fee account. These funds are noted below.

A. Drug Fund

The beginning balance was \$2,443. Total receipts were \$57,208, and total disbursements were \$48,283. The ending balance as of December 31, 1999 was \$11,368.

B. DARE Account

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C. Escrow Account

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D. K-9 Account

The beginning balance was \$29. Total receipts were \$0; and total disbursements were \$0. The ending balance as of December 31, 1999 was \$29.

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Honorable Hugh C. Evans, Butler County Judge/Executive
Honorable Kenneth Morris, Butler County Sheriff
Members of the Butler County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Butler County Sheriff's financial statement as of December 31, 1999, and have issued our report thereon dated August 1, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Butler County Sheriff's financial statement as of December 31, 1999, is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Butler County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be a material weakness.

Honorable Hugh C. Evans, Butler County Judge/Executive
Honorable Kenneth Morris, Butler County Sheriff
Members of the Butler County Fiscal Court
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
August 1, 2000

